

Minutes of the Finance Committee

Monday, October 6, 2003

Chair Haukohl called the meeting to order at 8:45 a.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Pat Haukohl (Chair), James Behrend, Donald Broesch, Genia Bruce, Joseph Griffin, Joe Marchese and Bonnie Morris. **Absent:** Supervisor Donald Broesch. Supervisor Behrend left at 3:10 p.m.

Also Present: Legislative Policy Advisor Mark Mader, Personnel Committee Chair Duane Paulson, County Clerk Kathy Nickolaus, Senior Financial Analyst Clara Daniels, Senior Financial Analyst Mike Baniel, Corporation Counsel Tom Farley, Child Support Agency Director Bruce Haarman, Financial Analyst Amy Sawyer, County Board Chair Jim Dwyer, County Board Chief of Staff Lee Esler, Community Development Block Grant (CDBG) Coordinator Glen Lewinski, Program Assistant Nancy Mojica, Federated Library Director Tom Hennen, Judiciary & Law Enforcement Committee Chair Duane Stamsta, Sheriff Dan Trawicki, Supervisor Rodell Singert, Supervisor Dick Manke, Office Services Coordinator Windy Jicha, Senior Financial Analyst Andy Thelke, Library Services Assistant Claudia Backus, Jane Ameel (Waukesha), Supervisor Bill Mitchell, Jail Administrator Michael Giese, Supervisor Hank Carlson, Business Manager Tom Koth, Inspector Bob Johannik, Land Information Manager Don Dittmar, Emergency Government Coordinator Jim Malueg.

Schedule Next Meeting Dates

- October 8 – a.m./ p.m.
- October 14 – 6 p.m. public hearing
- October 15 – a.m./p.m.
- October 20 – a.m./p.m.
- October 27 – a.m./p.m.

Discuss and Consider 2004 Operating Budgets for the County Clerk

Nickolaus and Paulson were present to discuss the County Clerk's Office 2004 operating budget as outlined in the budget book with some minor changes. Paulson said the Personnel Committee has not yet approved this budget because they wanted more time to review it.

Nickolaus distributed and reviewed two handouts on the County Clerk budget. The first handout titled, County Clerk Budget 2004, outlined the target levy, requested levy and Executive budget for the department. She said the 2004 budget covers a Presidential election. When you compare budget years for this department, you need to compare years with similar elections such as Presidential elections. Swartz said they are trying to even out the budgets by using fund balance.

Nickolaus said the first line of the mission statement should read "mandated by state law and county ordinance." The Personnel Committee voted to add "county" to that statement. Swartz said they can change this as an administrative change. Nickolaus said her department will be sharing a 1.0 FTE with the Treasurer's office. The position summary listed on page 331 will need to be changed to reflect total regular positions of 4.5 FTE which is a decrease of 0.5 FTE as compared to the 2003 budget. Nickolaus said she will no longer need the listed Extra Help because of the additional 0.5 FTE regular positions. This amounts to a reduction of 0.20 FTE. The Treasurer will reduce her regular positions 0.5 FTE.

Nickolaus next reviewed the objectives found on page 332. She requested of the Personnel Committee to remove objectives one, four, five and seven due to workload. The Personnel Committee voted to remove these objectives. Nickolaus then reviewed her second handout, an updated County Clerk

Objectives/Achievements page that will be found in the final budget book if approved. The updated page includes changes previously made by the Personnel Committee.

Haukohl asked if the committee had any objections to this updated Objectives/Achievements page. The committee did not have any objections. Paulson said that even though the Personnel Committee did not approve this budget, they had no objections to these changes to the objectives.

Nickolaus reviewed the following programs: Licensing, Legislative Support and Administrative Services and Elections. The changes to staffing will be found in the Legislative Support and Administrative Services program. Nickolaus does not have the dollar changes to personnel costs in her budget due to the addition of 0.5 FTE.

Nickolaus said she has another change that wasn't mentioned at the Personnel Committee. In past budgets, she had money in her budget for indigent veterans' burials. The County Clerk is required to pay \$150 per indigent veteran burial for the placement of the headstone. The Health and Human Services budget was cut 40% for indigent burials. This cost was taken out of her budget years ago. In 2003, Health and Human Services has had 12 requests for indigent veteran's burials. Nickolaus said John Margowski believes these numbers will continue to increase. She said if the state requires her to pay for this, she will need to add this to her budget. Corporation Counsel is doing research to find out if the County Clerk is required to pay for this item. She will keep the committee updated as more information is found.

MOTION: Morris moved, Behrend second, to tentatively approve the 2004 Operating Budget for the County Clerk's Office as amended by the Personnel Committee. **Motion carried:** 6-0

Discuss and Consider Ordinance 158-O-081: Change in Budget Intent for Publication of Public Official Directories

MOTION: Bruce moved, Griffin second, to approve Ordinance 158-O-081: Change in Budget Intent for Publication of Public Official Directories. **Motion carried:** 6-0.

Discuss and Consider 2004 Operating Budgets for the County Executive

Daniels and Swartz were present to discuss County Executive 2004 operating budget as outlined in the budget book. This presentation does not include Community Development Block Grant or Emergency Management programs. Daniels covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and major departmental strategic achievements. Total expenditures for 2004 are \$504,714 and total revenues are \$8,600 for a tax levy of \$496,114 an increase of \$7,993 or 1.6%. Daniels also explained the following programs: Customer/Community Service/Advisory Boards and County Administration/Administrative Services.

Daniels said personnel costs increase primarily due to costs to continue for salaries and employee benefit costs. Also, personnel costs reflect a 0.13 FTE reduction related to the Clerk Typist I/II position that is transferred to the Community Development program to properly reflect actual allocation of time spent in that area.

MOTION: Marchese moved, Behrend second to tentatively approve the 2004 Operating Budget for the County Executive's Office. **Motion carried:** 6-0.

Discuss and Consider 2004 Operating Budgets for the Corporation Counsel

Farley was present to discuss the Corporation Counsel 2004 operating budget as outlined in the budget book. He said total expenditures for all funds in 2004 are \$3,379, 755 and total revenues are \$2,362,131 for a tax levy increase of \$68,795 or 7.3% for all funds. 2004 expenditures for the General Fund are \$1,225,396, revenue of \$340,824 and total levy of \$884,572. This is a tax levy increase of \$34,310 or

4.0%. Farley said they have come up with a rate of \$82 per hour for legal services through his office. This does not include the cost of heat, lights and rent and is approximately half the cost of outside attorneys. Farley then explained the following programs: Administrative/Internal Services and General Legal Services.

Haarman explained the Child Support Division Budget beginning with page 116 of the budget book. He covered the following areas: fund purpose, performance measures, division objectives and division achievements. He described the following programs: Legal and Administrative Services, Case Management and Financial Services.

Haarman reviewed the financial and position summary for the Child Support Division. Total expenditures in 2004 are \$2,154,359 and total revenues are \$2,021,307. The 2004 tax levy is \$133,052 which is an increase of 35%. The 2003 estimated personnel costs exceed the budgeted amount due to a reallocation of a Principal Assistant Corporation Counsel of 0.10 FTE during 2003. The department may propose a fund transfer from Corporation Counsel General Fund to provide additional expenditure authority. The increase in FTE for the 2004 budget includes a transfer of 0.05 FTE of a Principal Assistant Corporation Counsel from Corporation Counsel – General. Other Revenue includes Child Support fund balance appropriations of \$68,379 in 2002, \$90,000 in 2003 and \$65,000 in 2004. The difference between budget years in Other Revenue is the planned reduction of the usage of Child Support Division fund balance. On occasion, this division pays Extra Help and Overtime to meet state-set performance measures.

Farley distributed and reviewed a handout titled, “Budget Year to Year Percentage of Differences in CSD County Funding vs. Total Percentage of County Funding Compared with CSD Expenditures.” Farley said for six to eight years, they had a child support investigator on staff at the Workforce Development Center. The cost of this worker was covered by the W2 agencies. One-third of the cost was paid for by the Kaiser Group and two-thirds was paid by the state. The Kaiser Group has had some cutbacks and has told the county they are not sure if funding will be available in 2004. Farley said this position is being “sunsetted” one-third which anticipates the county being burdened to cover the once paid for one-third portion. This will be paid for out of state and federal funding.

MOTION: Bruce moved, Morris second, to tentatively approve the 2004 Operating Budget for the Corporation Counsel’s Office. **Motion carried:** 6-0.

Discuss and Consider 2004 Operating Budgets for the County Board

Dwyer and Esler were present to discuss the County Board Office’s 2004 operating budget as outlined in the budget book. Dwyer began by highlighting the additional duties covered by County Board staff in addition to their regular tasks. He said Mader serves on the HAY Job Content Committee, Financial Advisor RFP, Technology Review Committee and Business Continuity. Esler works on the Transit RFP and attends the Cooperation Council and SEWRPC meetings. Krahn is the Seven-County Coordinator, is the County’s lobbyist and staffs the Criminal Justice Collaboration Council. Schubert is the office computer coordinator, is in charge of the department’s records review and used to be on the HAY Job Content committee. Dwyer serves on the following organizations/committees: PIA/GITF, Policy Planning Commission through the Wisconsin Supreme Court, Chairman of the National Membership Committee for NACo, NACo RFP study committee for non-insured prescription drugs, Criminal Justice Collaboration Council, Wisconsin Counties Association, Waukesha County Economic Development Corporation.

Esler said there are a lot of tasks and duties done in this office that are behind the scenes. There are many workgroups, initiatives, and government groups that are covered by the staff in the County Board office. The legislative staff does a lot of work on non-legislative issues and this continues to increase. County departments are required to do a lot of decentralized work of internally driven tasks.

Paulson said the Personnel Committee did not approve the County Board budget. The committee had issues with the legislative advisors and audit staff. He said the legislative branch looks over the shoulder of the administration and that's what these auditors do. To have administration housing the auditors is not a good idea. We're not there to catch anybody doing something wrong but to make sure things are going well. Changes do come about from audit recommendations. The auditors are necessary. The legislative advisors are needed to keep us up-to-date on state issues and to convey the county's needs to the state. There have been no requests for more information on this subject from his committee members.

Dwyer said the auditors are necessary. The county does contract out for financial audits. Schubert signs off on these audits. The audit staff goes into departments to help the staff find a better way to operate and develop best practices. When a department is reviewed, the audit gives subjective, prioritized recommendations. Because of the processes that are used, departments aren't afraid of the audit staff being there. External auditors would cost the county \$100 - \$225 per hour plus travel expenses. Dwyer said when audit staff is in working on an audit, neither he nor Esler are privy to the information. The Executive Committee oversees the audit schedule.

Dwyer and Esler covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and major departmental strategic achievements. Total expenditures for 2004 are \$1,301,482, total revenues are \$0 for a tax levy of \$1,301,482 which is an increase of 3.5%. The majority of this budget goes to cover the personnel costs for 9.01 FTE and 34 County Board Supervisors. Dwyer also explained the following programs: Legislative Support, County Board and Committee Operations and Internal Audit.

Griffin asked why was there a change in the number of audits in 2004. Dwyer said this is due to the large scope of the upcoming Health and Human Services audit.

MOTION: Behrend moved, Griffin second, to tentatively approve the 2004 Operating Budget for the County Board Office. **Motion carried:** 6-0.

Discuss and Consider 2004 Operating Budgets for Community Development Block Grant (CDBG)
Lewinski, Mojica and Daniels were present to discuss the Community Development Block Grant (CDBG) 2004 Operating Budget as outlined in the budget book. Lewinski covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and major departmental strategic achievements. Total expenditures and revenues for 2004 are \$4,650,000. There is no tax levy for this budget. Lewinski also explained the following programs: CDBG, HOME Investment Partnerships Grant and Disaster Recovery Initiative. Approximately \$84,942 of the Disaster Recovery Initiative will be requested for carryover from the 2003 budget to the 2004 budget pending County Board approval.

The initial anticipated 2003 CDBG grant was estimated to be \$1,650,000. The actual grant was \$1,673,000 with the additional funds placed in an unallocated fund until dispersed. The funds were distributed as follows: 7.3% Local Community Projects, 21.4% Public Service, .7% Acquisition, 7.8% Housing, 9.1% Administration, 4.6% Planning, 7.9% Economic Development, 12.4% Neighborhood Revitalization, 7.9% Public Facilities, 4.6% Unallocated and 15.8% City of Waukesha.

The CDBG staffing increased from 1.71 to 2.00 FTEs due to an increase in the Clerk/Typist I/II position from 0.25 FTE to 0.50 FTE because of higher activity and workload created by increased HUD funding. This change increases personnel costs \$11,660 in 2004.

MOTION: Behrend moved, Morris second, to tentatively approve the 2004 Operating Budget for Community Development Block Grant. **Motion carried:** 6-0.

Discuss and Consider 2004 Operating Budgets for Federated Library System

Hennen and Thelke were present to discuss Federated Library's 2004 operating budget. Haukohl said the County Board defeated an ordinance that would have increased 2004 tax levy only 2.6% instead of following the best-fit formula that had been previously approved by the board. The Executive Committee voted to tentatively approve the Federated Library budget contingent upon the budget being recalculated according to the defeat of the ordinance.

Hennen covered the following areas: mission, departmental objectives and major departmental strategic achievements as outlined in the budget book. He also outlined how funding for the Federated Library System works as found on page 213 of the budget book. Hennen reviewed the following programs: Reference, Automation Technology, Delivery and Communication Services, Continuing Education/Consulting, Youth and Special User Services, Library Collection Development, Inter-Library Loans and Administrative Services.

MOTION: Griffin moved, Bruce second, to tentatively approve the 2004 Operating Budget for the Federated Library System contingent upon the budget being reconfigured to reflect the funding formula previously approved by the County Board. **Motion carried:** 6-0.

Swartz said the creation of this budget reflecting the defeat of the funding change ordinance will be completed for the October 27 Finance Committee meeting. They hope to send this information to the committee prior to the meeting for review.

Future Agenda Item

Explanation of the Waukesha County Federated Library System funding structure at a joint meeting with the Executive and the Finance Committees.

Discuss and Consider the 2004 Operating Budget for the Sheriff's Department

Stamsta said the Judiciary Committee tentatively approved the Sheriff's Department budget and commended the department for reaching the department's target and objectives. The committee added the following objective to the 2004 Budget: Continue to work with the Criminal Justice Collaborating Council to enhance the utilization of electronic monitoring, with accountability for public safety. The committee also amended the objective on page 94 that relates to the federal Byrne grant that partially funds the METRO Drug Enforcement Unit operations because the department will be getting more grant money than anticipated.

Trawicki, Koth, Johannik, Giese and Stamsta were present to discuss Sheriff's Department 2004 operating budget as outlined in the budget book. Trawicki covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and major departmental strategic achievements. Total expenditures for 2004 are \$26,749,918 and total revenues are \$6,886,794 for a tax levy increase of \$970,894 or 5.14%. The biggest change in the budget comes from extending the life of the automobiles from one to two years. The 2003 Adopted Budget has been restated for comparative purposes to reflect the transition of the expenditures and tax levy of \$287,513 and personnel of 8.50 FTE shifted to the Public Works – Communication Center budget. Trawicki also explained the following programs: Investigation, DARE, Process Service, Communications Center, Court Security, General Patrol, Jail and Administrative Services.

Haukohl said the total cost of the current and proposed capital projects listed on page 87 of the budget book need to be changed so they are identical to what was approved by the Executive Committee.

The committee discussed at length the amendment recommended on electronic monitoring by the Judiciary Committee. The issue was discussed during the update on the General Patrol Program.

Trawicki said he has a meeting next week with Probation and Parole to discuss the increase in the number of probation/parole holds. The 2004 budget for Probation/Parole Holds (Days) is 3,800. To date, the county has more than 7,000 days. The county receives \$38 per day for holding this type of inmate. At the meeting, they will look at ways to reduce the total number of days. Trawicki said this situation wouldn't be so bad if the county was paid \$60 - \$65 per day from the state. He said Dane County recently made a deal with the state on this issue. This is a huge safety issue for communities. We have a responsibility to the county to keep felons off the street and to keep citizens safe.

Trawicki said the Inmate Services – Jail Program saw an increase in operations costs of \$112,500 to cover medical services costs primarily from service provider contract rate increases that was not anticipated. There was also an increase of \$45,000 in telephone variable expense for the inmate phone system due to greater billing holdbacks by the billing telephone company. When an inmate makes a phone call, which is set up as a collect phone call, there are times the person who receives the call cancels the account. The phone company charges the cost of these calls back to the county.

Koth said the reduction in the End User Technology funds in the Administrative Services budget was due to the reallocation \$39,000 for computer maintenance costs to other programs within the Sheriff's Department budget.

MOTION: Marchese moved, Behrend second, to tentatively approve the 2004 Operating Budget for the Sheriff's Department including pending amendments from the Department of Administration and the Judiciary Committee. **Motion carried:** 6-0.

Supervisor Behrend left the meeting at 3:10 p.m.

Discuss and Consider Ordinance: 158-O-065: Accept FY-2003 State Homeland Security Grant Program Funds and Modify the Waukesha County Emergency Management's 2003 Budget to Appropriate Grant Expenditures and Revenues

Malueg said this ordinance authorizes the Emergency Management office to accept a 2003 Federal Homeland Security Grant, to be disbursed by the Wisconsin Office of Justice Assistance in the amount of \$261,686. The funds will be used to purchase equipment and supplies for a variety of county and municipal agencies in the following categories for the following amounts: personal protective equipment \$61,289, search and rescue equipment \$8,700, interoperable communications \$133,402, detection equipment \$4,219, decontamination equipment \$24,000, physical security enhancement \$17,688, logistical support equipment \$8,788 and medical equipment \$3,600. The majority of funding will remain with the Sheriff's Department.

Morris asked how other departments were involved in appropriating this funding? Malueg explained to the committee how the money was awarded. The state notified him of how much money Waukesha County would receive. He then provided the municipalities with a list of equipment that could be covered by the funds. The municipalities submitted request letters to the county. After prioritizing the requests, Malueg took the list to the Local Emergency Planning Committee for approval. They gave priority to those types of projects that had a countywide impact.

MOTION: Marchese moved, Morris second, to approve Ordinance: 158-O-065: Accept FY-2003 State Homeland Security Grant Program Funds and Modify the Waukesha County Emergency Management's 2003 Budget to Appropriate Grant Expenditures and Revenues. **Motion carried:** 5-0.

Discuss and Consider Fund Transfer for Fund Information Services

Dittmar discussed fund transfer 2003-520-1 for Fund Information Services. County Records Management Division staff indicates they need additional funds to complete an imaging project to image and index the existing Plats of Survey, Subdivision Plats, Condominium Plats and Certified Survey Maps which had not been previously imaged. To complete the project Parks and Land Use requests the transfer of \$22,000 in unutilized operating expense appropriations to the interdepartmental charge appropriation to complete the imaging project using Department of Administration Records Management. The project is on track and will soon be finished. They estimated 30,000 documents but in reality it was closer to 50,000 documents.

MOTION: Morris moved, Griffin second, to approve the Fund Transfer for Fund Information Services.

Motion carried: 5-0.

Motion to Adjourn

MOTION: Bruce Morris moved, second, to adjourn the meeting at 3:42 p.m. **Motion carried:** 5-0.

Respectfully submitted,

Joseph F. Griffin
Secretary